

VIRGINIA SCHOOL FOR THE DEAF, BLIND AND MULTI-DISABLED AT HAMPTON

Vacancy Announcement

POSITION: ADMINISTRATIVE AND OFFICE SPECIALIST III

Position#: 00004

OPEN DATE: 07/10/06

Hiring Range: \$25,915.00 - \$28,000.00

CLOSE DATE: Until Filled

The Virginia School for the Deaf, Blind, and Multi-Disabled is seeking an Administrative Assistant III to provide responsible administrative duties in the Principal's office as well as general agency communications and support services in a school setting for students ages 2-22 with deafness, blindness and sensory impaired multiple disabilities.

Work schedule: 6:45 a.m. – 3:45 p.m. (includes a one-hour break)

Responsibilities Include:

- Composes documents and correspondence for the Principal's signature; handles confidential correspondence and files
- Arranges for substitutes and classroom coverage
- Tracks daily attendance of Education staff
- Responds to requests for information and data related to the school
- Ability to establish and maintain effective office routines including file management, meeting preparation, and mail
- Maintains Principal's and school calendars
- Monitors, processes requests, and maintains supplies and equipment
- Greets scheduled and unscheduled visitors to the Principal's office
- Ability to prepare complex fiscal transactions, financial reports and reconciliation of expenditures for the department
- Prepares and distributed updates to school policies and procedures
- Serves as liaison to parents and outside organizations; assists with public and employee relations through print materials, tours, and hosting of scheduled functions
- Schedules meetings as requested, gather information and prepares agendas; prepares and distributes minutes
- Ability to assume responsibility without direct supervision and make decisions within scope of authority
- Ability to plan, coordinate and work with a variety of individuals and groups
- Ability to communicate effectively and confidentiality under difficult situations
- Ability to maintain polite and helpful demeanor in challenging situations

Minimum Qualifications:

- High school diploma or GED required
- Previous experience as a school secretary, administrative assistant, or Office Manager required
- Completion of a training program in office management/related area or previous experience providing clerical and administrative support to executive level staff, preferred
- Demonstrates proficiency with a variety of computer applications including
- excellent technical writing abilities; including MS Office
- Proficiency in use of a variety of office equipment, proofreading for accuracy, content, grammar and standard English
- At least a proficiency level of "Intermediate" on the Sign Communication Proficiency Interview (SCPI). Candidates without the required proficiency level will be required to participate in approved ASL instruction
- Initiative, sound judgment and self-direction with independent project planning
- Ability to work harmoniously with a diversity of individuals both inside and outside of the agency
- Effective interpersonal communication skills, both in person and by telephone

NOTE: A criminal history check will be required for final candidates.

Physical Requirements

- Light lifting, up to 20 pounds
- Standing, sitting, reaching, lifting, walking, bending, climbing, and repetitive motion

For consideration, submit State application form #10-012 to: The Virginia School for the Deaf, Blind and Multi-Disabled, Office of Human Resources, 700 Shell Road, Hampton, VA 23661. There is a five (5) day minimum posting requirement. For assistance call VOICE/TDD (757) 247-2050, or FAX (757) 247-2028 or visit our website at www.vsdbmh@virginia.gov. Applications available on line at <http://jobs.state.va.us/eo-appl.htm> EEO/AA/M/F/D